Traveler Instructions to Create a Voucher From Authorization

A Step-by-Step Guide

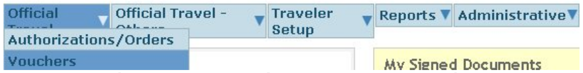
DTS Version 1.6.4.3, July 29, 2005
(See ***Chapter 4*** *in* Document Processing Manual)

After travel, a *Voucher from Authorization* is created to update the traveler's *Authorization* (should costs) with the actual costs incurred during the trip.

Logging into DTS with a Soft Token (Diskette)

a. Insert your Diskette into the A: drive.
b. Using Internet Explorer, go to the website portal http://www.defensetravel.osd.mil
c. Click the ***Log In*** button, read and select ***Yes*** at the *Security Alert* screen.
d. Read and ***Accept*** the *DoD Privacy and Ethics Policy*.
e. When the digital signature window opens, the *Key File* will appear.
f. Enter your ***password*** then click ***OK***.

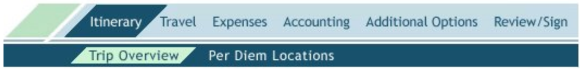
Creating a Voucher


Official
Official Travel -
Traveler Setup
Reports
Administrative
Authorizations/Orders
Vouchers
My Signed Documents

a. On the DTS Private Page, hover mouse over *Official Travel* on the navigation bar.
b. Click ***Voucher*** from the drop down menu.
c. Created vouchers appear in the *Existing Vouchers* section.
d. Click the ***Create New Voucher from Authorization/Order*** link.
e. Click the ***Create*** link next to the document to create a voucher.

1

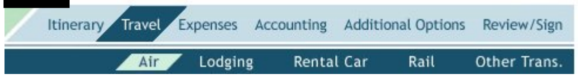
Travel Itinerary


Itinerary
Travel
Expenses
Accounting
Additional Options
Review/Sign
Trip Overview
Per Diem Locations

Note: Only use this procedure if trip dates have changed.
a. Select ***Itinerary*** on the navigation bar.
b. Adjust the *Start Date* or *End Date* field in the *Trip Overview* screen.
c. Click ***Proceed to Per Diem Location*** button.
d. Click ***OK*** to the *Entitlements Update* prompt.
e. Click ***OK*** to the warning.
f. Dates in fields are now populated with a question mark. Click the ***Edit*** link under *Location* in the *Trip Summary* box.
g. Click ***OK*** to the warning message.
h. In the *Per Diem Location* (left box), change the dates accordingly.
i. Click ***Save Changes*** and then click ***OK*** to the entitlements update message prompt.
j. Click ***Remove*** next to the air segment that says, "*Items not Associated to TDY stop*".
k. Under *Travel* on the navigation bar click ***Other Trans.*** to add changed flight ticket data.
l. Click ***Remove*** next to *Lodging* and *Car Rental* (see respective sections to make changes.)

2

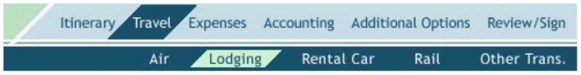
Travel Reservations


Itinerary
Travel
Expenses
Accounting
Additional Options
Review/Sign
Air
Lodging
Rental Car
Rail
Other Trans.

a. Select ***Travel*** from the top navigation bar.
b. In the *Air Trip Summary* column, click the ***Edit*** link on the specific flight requiring changes.
c. Click on ***Change Ticket Data*** link to update air travel changes. Under *Edit Ticket Information*, change the necessary fields.
d. Click the ***Save*** button when complete.

3

Lodging


Itinerary
Travel
Expenses
Accounting
Additional Options
Review/Sign
Air
Lodging
Rental Car
Rail
Other Trans.

The traveler has the ability to adjust the Lodging and M&IE if necessary. The *Per Diem Entitlements* screen (where updates/changes to lodging should be made) allows the traveler to change one individual day or a range of days. (*Do not* add hotel sales taxes or room taxes in the *Lodging* section. These should be entered in the *Expenses* section.)

a. Select ***Travel*** from the main navigation bar then, select ***Lodging*** from the sub-navigation bar.
b. Under *Trip Summary* column click on the ***Edit*** link on the specific lodging that requires changes.
c. The *Lodging* box displays specific lodging information from the *Authorization*.
d. Change dates as necessary in the *Lodging* box.
e. If lodging costs require updating, click on ***Update Actual Lodging Cost*** link. This will refresh the page to the *Per Diem Entitlements* page.
f. Click ***Edit*** on the specific date where changes are necessary or click the ***Remove*** link to delete the specific lodging entry.

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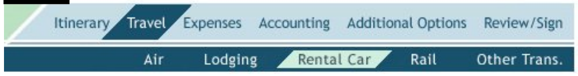
Rental Car


Itinerary
Travel
Expenses
Accounting
Additional Options
Review/Sign
Air
Lodging
Rental Car
Rail
Other Trans.

Any updates/changes made to *EXISTING Rental Car* information (if rental car was included as part of the authorization) should be made in the *Rental Car* section. If rental car was booked offline and/or was not included in the *Authorization*, the traveler must input the rental car (*Commercial Auto*) costs in the *Expenses* section.

a. Select ***Travel*** from the main navigation bar, and then choose ***Rental Car*** from the sub-navigation bar.
b. Click the ***Edit*** link next to the specific car rental that requires changes, or the ***Remove*** link to delete the specific car rental entry.
c. From the *Car Rental* box, changes can be made to the *Dates*, *Times*, *Cost* and *Method of Reimbursement*.

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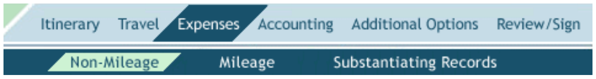
Expenses


Itinerary
Travel
Expenses
Accounting
Additional Options
Review/Sign
Non-Mileage
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Substantiating Records

a. Click on ***Expenses*** in the navigation bar or select the ***Continue*** button at bottom page.
b. After travel, trip expenses can be *added*, *updated*, or *deleted* in the *Expenses* section to reflect actual costs.
c. The *Substantiating Records* link gives the capability to add supporting documents to the Voucher from Authorization by faxing or scanning and uploading. See section 2.6.3 in the Document Processing Manual.

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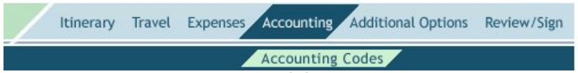
Lines of Accounting


Itinerary
Travel
Expenses
Accounting
Additional Options
Review/Sign
Accounting Codes

a. **Note:** *DO NOT add or remove a LOA* on a *Voucher from Authorization*. Funds from LOAs in the *Authorization* have already been decremented. Changing LOAs would cause errors in both DTS and the accounting system. If allocation of expenses has changed, click the ***Allocate Expenses*** button.
b. Select the ***Accounting Code*** needed for each allocation.
c. Select ***Save Allocations*** button. The *Expense Summary* box will display a breakdown of the expenses pertaining to each LOA.
d. Select ***Accounting*** in the navigation bar or select ***Continue*** on the bottom of page.

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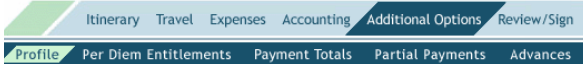
Additional Options


Itinerary
Travel
Expenses
Accounting
Additional Options
Review/Sign
Profile
Per Diem Entitlements
Payment Totals
Partial Payments
Advances

a. *Profile Information* – Changes or additions to the traveler's personal information.
b. *Per Diem Entitlements* –Changes in this section modify the traveler's entitlements.

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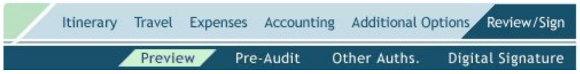
Review / Sign


Itinerary
Travel
Expenses
Accounting
Additional Options
Review/Sign
Preview
Pre-Audit
Other Auths.
Digital Signature

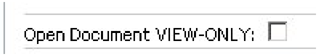
a. Click the ***Review/Sign*** menu. The *Preview* screen appears. Review the information. Use the edit or remove link to change or update information. If necessary, add comments to the AO.
b. Click ***Save and Proceed To Pre-Audit*** button at the bottom of the page. Enter justifications to the AO in each comment box of the flagged items. *Justifications are mandatory*.
c. Click ***Save and Proceed To Digital Signature***.
d. (Optional) – Click ***Other Auths***. If special documentation needs to appear on the orders, click the link ***Add Additional Authorizations for this trip***. Add a check in the box next to appropriate authorization.
e. Click the ***Add*** button located at the bottom of the page. Add the appropriate *Remarks* that need to appear on the orders.
f. Click ***Digital Signature*** and select the ***Signed*** stamp.
g. (Optional) Enter additional comments in the *Remarks* box.
h. Click the ***Submit Completed Document*** button.
i. Enter your ***password*** then click ***OK***.

ADJUSTING/AMENDING DOCUMENTS

The traveler can easily edit a document stamped *SIGNED*. An *__Adjustment__* is a change made to an *Authorization* or Voucher ***__before__*** the AO applies the *APPROVED* stamp. An *Amendment* is a change made to an *Authorization* or *Voucher* ***__after__*** the AO applies the *APPROVED* stamp.

Creating an Adjustment

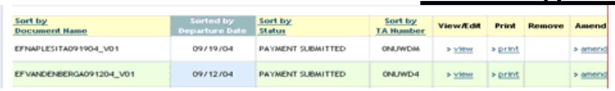
a. Select ***Vouchers*** from the *Official Travel* drop-down menu.
b. Click ***View/Edit*** next to the document to be adjusted.



Open Document VIEW-ONLY: ☐

c. *__Deselect__* the ***View-Only*** box to make changes to the document.
d. At ***Digital Signature*** window, enter *your* ***password***.
e. View the *Preview* screen and select the ***Edit*** link next to the areas that need adjusting.
f. Under the *Review/Sign* menu, click on ***Pre-Audit*** to add justifications for any changes made.
g. Click ***Save and Proceed to Digital Signature*** and stamp the document ***SIGNED***.

Creating An Amendment



Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View/Edit	Print	Remove	Amend
EFNAPLESITA091904_V01	09/19/04	PAYMENT SUBMITTED	ONUWDM	> view	> print		> amend
EFVANDENBERGA091204_V01	09/12/04	PAYMENT SUBMITTED	ONUWD4	> view	> print		> amend

a. Select ***Voucher*** from the *Official Travel* drop-down menu.
b. Click ***Amend*** next to the desired document.
c. Type justification for changes in the *Comment* box.
d. **At** *Digital Signature* **window, enter your** *password*.
e. On Preview screen, click the ***Edit*** link next to the areas needing amending. Make and save changes.
f. Click the ***Digital Signature*** link under **Review/Sign** and stamp the document ***SIGNED***.
g. At *Digital Signature* window, enter your ***password***.